Recruitment of Children with an Individualized Family Service Plan/Special Needs

GENERAL PLAN/APPROACH:

Southern Oregon Head Start (SOHS), gains information from the initial enrollment application. In addition we use Child Find to identify children through community agencies.

**HEAD START PROGRAM PERFORMANCE STANDARD:**
- 1302.11(b)(i)(C)-Determining Community Strengths, Needs, and Resources
- 1302.12(a)-1302.12(a)(1)(ii)-Determining, Verifying, and Documenting Eligibility
- 1302.13-Recruitment of Children
- 1302.14(b) Selection Process

PROCEDURES:

A) Child Find

Each year SOHS informs families and major agencies in Jackson and Josephine Counties that it accepts and serves children with disabilities.

SOHS staff share recruitment information via posters, newspaper articles and public service announcements. Please refer to the Recruitment policy/procedure.

Informational packets are sent to local kindergarten/elementary schools, and local agencies.

The Disabilities and Mental Health Manager also informs the primary contractors, (Jackson County EI/ECSE, Josephine County Early Childhood Services, Jackson County Mental Health, Jackson County and Josephine County The Family Nurturing Center, and Jackson County and Josephine County Options), that SOHS accepts children with disabilities. Recruitment packets are delivered to these agencies.

B) Child Find Follow-up Letter

Between February and March, the Information System/ERSEA Director will review the data system reports for parent-reported concerns and mail out the Child Find Follow-up letter with an attached brochure for the appropriate county.